

TOWNSHIP OF LANARK HIGHLANDS

POSITION DESCRIPTION

POSITION DATA

Position Title: Lead Hand - Public Works
In Conjunction with Equipment Operator Position

Reports To: Superintendent of Public Works
Indirectly To: Clerk/Administrator

Revised: October 20, 2017- Union

POSITION SUMMARY

Under the direction of the Superintendent of Public Works, this position is responsible for performing the maintenance of the Townships infrastructure and works department equipment. Additionally the Lead Hand assists the Superintendent of Public Works in the day to day operations of the Public Works Department. The Lead Hand must be qualified and capable of performing all duties of Equipment Operator.

SIGNATURES

I have read and had an opportunity to comment on this position description.

Incumbent(s)

Date

This position description reflects the general duties necessary to describe the principal functions of the position and shall not be construed to be all the work requirements inherent of this position.

Superintendent Public Works

Date

Clerk/Administrator

Date

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SKILL REQUIREMENTS

1. Education: High School Graduate (Grade 12) or equivalent.
2. Minimum valid Class DZ driver's licence: Class AZ driver's licence would be considered an asset.
3. Job Related Experience: Three to five years direct related experience. Working knowledge of equipment capabilities. Ability to operate all designated Township equipment.
4. Experience in supervising multiple unionized employees and contractors.
5. Experience in supervising a work site or project(s) related to the position
6. General knowledge of basic mechanics/maintenance of equipment and/or vehicles.
7. Excellent communication skills to correspond with others in an appropriate and tactful manner.
8. Sound knowledge of Microsoft Office and the Internet.
9. Strong understanding of Health and Safety protocols and regulations as set out by OHSA.
10. Additional Skills and Abilities: Strong organizational skills and the ability to troubleshoot when faced with challenging situations. Brings a positive and cooperative work ethic to the work environment.
11. Analytical and Problem Solving Skills: The ability to read, write and perform the arithmetic required to complete time sheets, work orders, traffic controls plans and other documentation that requires detail.
12. Certified chain saw operator or the willingness to obtain certification.

KEY ACTIVITIES

1. Performs tasks related to the scheduled maintenance of the buildings and road systems as assigned by the Superintendent of Public Works.
2. Performs emergency repairs as required to the buildings and road system.
3. Performs winter maintenance of the road system including sidewalks and parking lots by operating municipal equipment as required including evenings and weekends. Upon receiving a call from the Superintendent of Public Works the Lead Hand is responsible for contacting the public works employees in their district as to call out due to after hour's road conditions.
4. Conduct road inspections to determine road conditions and assign work, signage replacements or repairs, other areas requiring attention i.e. fallen trees in road allowance, ditching and water ponding issues, etc. The completion of work orders and maintenance of a log in regards to all work completed with detailed information.
5. Performs work on department maintenance projects.
6. Completes daily time sheets and returns to the office every 2 weeks. Also, completes daily road patrol sheets, task sheets and returns to the office on a weekly basis.
7. Responds to after hour's complaints when designated.

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8. Performs required maintenance of Public Works Equipment and ensures work orders are made out at time of repairs and completed order are returned to office on weekly basis.
9. Adheres to and emphasizes safety regulations at all times and ensures that these regulations are implemented and followed by Public Works staff.
10. Operates any equipment required to perform the above duties in a safe and efficient manner without causing unnecessary damage or wear and tear on the equipment and/or vehicle.
11. Responsible for on-site supervision of employees and contractors for specific projects undertaken by the Public Works Department.
12. Oversees day to day operations of Public Works Department in the district in the absence of the Superintendent of Public Works.
13. Adheres to provincial legislation and regulations in the operation of but not limited to municipal infrastructure, operation of a vehicle and health and safety.
14. The responsibilities for this position will be in addition to the candidate's normal responsibilities of the Equipment Operator position.
15. Reports all **errors** and **incidents** to Superintendent of Public Works immediately. In the event of an accident, this must be reported immediately to the Superintendent of Public Works and/or designate.
16. Promotes and encourage a team environment with employer and staff at all times.

The above generally describes the duties involved with the position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed by the Superintendent of Public Works.

SAFETY

The Township of Lanark Highlands believes that all accidents can be prevented. To achieve this goal, Lead Hands must ensure that employees make safety an integral part of every task and job. As a Lead Hand you must be familiar with the Townships safety policy and understand your staff's:

- a) Right to Participate
- b) Right to Know
- c) Right to Refuse Unsafe Work
- d) Right to Stop Dangerous Work

And ensure you:

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- e) Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the Lead Hand is aware;
- f) Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- g) Take every precaution reasonable in the circumstances for the protection of a worker;
- h) Correct substandard acts or conditions;
- i) Commend good health and safety performance; and maintain a log of their crews visits.

LEVEL OF EFFORT

1. **Control over work:** generally speaking, the methods and procedures are clearly established by the Township Roads Department, the Province (e.g. MTO) or by relevant associations (e.g. Ontario Good Roads Association). Internal procedures are established by the Superintendent of Public Works. The work may require a selection from among available methods. Judgment may be required to decide on the safety procedures required to complete a task, the necessity of proceeding with work and when to call for help or report matters to the Superintendent of Public Works.
2. **Physical Effort:** The work requires long periods of driving and operating heavy equipment in all types of weather while maintaining a seating position. The work also requires bending and crouching to perform duties such as removing beaver dams, shoveling sand, cutting brush from a difficult standing position, maneuvering a chain saw or cutting blade, painting and other maintenance and general labour tasks. Heavy lifting, but within safe limits, is a regular requirement of the job, for example, lifting trees off the roadways, maneuvering equipment out of mud and other locations. Requires a high degree of hand/foot/eye coordination to manipulate the controls of heavy equipment. The grader requires precision of application in order to ensure an even depth and distribution of gravel or soil. Speed and rate of production is also a factor.
3. **Mental Effort:** Work requires concentration on tasks and multiple factors for up to an entire shift when operating equipment such as plows and graders. E.g. When plowing and sanding the operator must simultaneously concentrate on equipment operation, controls, gauges, road conditions, road dimensions, sand quantity, drivers and pedestrians who may not be following safe practices, obstacles and speed of vehicle. When operating the grader similar factors are involved as well as maintaining control over precise depth of gravel and grade of road while maneuvering vehicle in tight turns and adjusting controls to

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minimize damage to equipment. Concentration is also required when operating all types of equipment and performing tasks where a lapse of concentration could cause injury to self or others.

RESPONSIBILITY

- a) **Responsibility for Resources:** Only on the approval from the Superintendent of Public Works can purchases of supplies or repairs of equipment be carried out. Record all transactions after such approval. Ensures that the equipment number and Lead Hands signature be on all invoices.
- b) **Safety, Well-being and Interests of Others:** Likely to be the first point of contact with members of the public and ratepayers with complaints or questions about Roads activities in their area. This requires courtesy and tact in receiving the information, providing a brief explanation, deciding whether or not to record the incident and deciding whether or not the incident is of a nature which should be reported to the Superintendent of Public Works. Maintain composure when dealing with complaints and dealing with unreasonable or verbally abusive member of the public. Extreme care is taken in the operation of heavy equipment so as not to cause a traffic accident.
- c) **Staff Supervision:** Lead Hand responsible for overseeing the maintenance of the Township's infrastructure and public works department equipment. Assisting the Superintendent in the day to day operation of the Public Works Department. Demonstrate a task, orient a new employee or train another employee in the performance of a function. May also be required to supervise and direct staff when on call in the absence of the Superintendent of Public Works.

WORKING CONDITIONS

Regularly exposed to the stress of operating heavy and light equipment which is physically demanding and/or dangerous, requires sustained concentration for long periods of time for up to an entire shift, and the stress of knowing that a single lapse of attention could affect the health and safety of self and others. The work requires the operation of equipment and the conduct of road maintenance in all types of weather. Exposed to cold, icy roads, blowing snow, limited visibility while plowing and removing snow, extreme cold while clearing debris from road or conducting minor maintenance and small repairs on heavy equipment. Is exposed to high temperatures during the summer while operating equipment and while working on roadsides to clear brush, clear ditches, remove beaver dams etc.

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Often required to complete work to deadlines and occasionally deals with the stress of dealing with angry members of the public.